

**PROMOTION OF ACCESS TO INFORMATION ACT  
(Act 2 of 2000) SECTION 51**

**MANUAL FOR FOODFORWARD SOUTH AFRICA**

Company Registration: 2000 / 014314 / 08

NPO Number: 025 - 709

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## 1. Introduction to FoodForward South Africa

One third of all food produced in South Africa is dumped in landfill, while more than 11 million people are hungry. FoodForward SA collects edible surplus food from manufacturers and retailers, and redistributes this food to hundreds of verified NPOs that collectively feed thousands of hungry people daily. FoodForward SA is also a proud member of the Global FoodBanking Network (GFN).

### Our Programmes Include:

1. **Food Rescue:** This involves the sourcing, collecting, sorting, storage and distribution of surplus edible food to verified NPOs.
2. **Procurement:** Where funding permits, we purchase basic food items such as samp, sugar beans, rice, maize meal etc.
3. **Project Management:** We implement large-scale feeding programmes on behalf of government and donors wishing to make a greater impact.

## 2. Contact Details

- FoodForward South Africa (National Office)
- Postal Address: P O Box 564, Howard Place, 7450
- Physical Address: 110 Gunners Circle, Epping 1, 7460
- Tel: (021) 531 5670 / Fax: (086 584 6010)
- Website: [www.FoodForwardsa.org](http://www.FoodForwardsa.org)
- Email: [info@FoodForwardsa.org.za](mailto:info@FoodForwardsa.org.za)
- Contact person: Ashleen Bredeveldt

## 3. The Section 10 Guide on how to use the Act

The South African Human Rights Commission is obliged to compile in each official language a guide containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in the Promotion of Access to Information Act 2 of 2000 ('the Act').

The Guide is available from the South African Human Rights Commission ("SAHRC").

Please direct any queries to:

- The South African Human Rights Commission: PAIA Unit
- The Research and Documentation Department
- Postal address: Private Bag X2700, Houghton, 2041
- Telephone: +27 11 877-3600
- Fax: +27 11 403-6025
- Website: [www.sahrc.org.za](http://www.sahrc.org.za)

- Email: [PAIA@sahrc.org.za](mailto:PAIA@sahrc.org.za)

#### 4. Records available in terms of any other legislation

FoodForward SA holds details of its own registration as a non-profit organisation, together with its financial statements and proof of its registration in terms of Section 18A of the Income Tax Act 1962. Furthermore, in terms of the Protection of Personal Information Act 2013 (“POPIA”), FoodForward SA retains certain personal information of individuals, which may be accessed in terms of POPI.

#### 5. Access to the records held by FoodForward SA

- Classification of records held by the body

Classification Number	Classification
1.	Public Access Documents (documents which are automatically available to members of the public, set out at ii. below)
2.	Limited Disclosure – Personal information known to the individual
3.	May be refused – would breach a confidence owed to a third party
4.	May be refused – likely to harm the commercial or financial interest of the body

- No ministerial notice is currently available in terms of section 52(2), but the categories of records of the body which are available in terms of section 52(1) without a person having to request access are:

Number	Record Description	Record Format	Maintained by	Stored at	Retention
1.	Demographic company details	Hard Copy and E-version	MD	Address	Indefinite
2.	NPO certification; Constitution; B-BBEE certificate; Annual Reports; Audited financial statements; SARS Section 18A Status;	Hard Copy and E-version	MD	Address	Indefinite

	Public statements and communications				
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iii. Categories of records that may be requested in terms of the Act, and the categories in which these subjects are classed:

Number	Record Description	Record Format	Maintained by	Classification	Retention
1.	Details of third party relationships	Hard Copy and E-version	MD	3	Indefinite
2.	Confidential internal correspondence that if disclosed will prejudice the operation of the body	Hard copy and E-version	MD	4	Indefinite
3.	Operational Information: Internal investigations; Resolutions and directives; Agreements with stakeholders; Rental agreements, title deeds, mortgage bonds, and notarial bonds	Hard copy and E-version	MD	4	Indefinite
4.	Financial records: Bank account records; Books of account and financial statements; Annual budget; VAT, SITE and PAYE records; Accounting records; Asset registers; Tender and bid documentation; Service level agreements with suppliers	Hard Copy and E-version	MD	3 and 4	Indefinite
5.	Human Resource records: Personnel files; Contracts, conditions of service and other agreements; Statutory employee records; Pension Fund records; Medical aid records; Budget projections in respect of staff; Employee absenteeism records; Employee payments	Hard Copy and E-version	MD	2 or 3 (depending on identity of requester)	Indefinite

	and benefits; Correspondence with or about employees; Records of disciplinary hearings and findings				
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iv. The request procedures

Form of request:

- The requester must use the prescribed form, set out at paragraph 9 below, to make the request for access to a record. This must be made to the head of FoodForward South Africa, Mr Andy Du Plessis. This request must be made to the postal address, fax number or electronic mail address of the body as provided above.
- The requester must provide sufficient detail on the request form to enable the head of the body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed.
- The requester must identify the right that is sought to be exercised or to be protected and provide an explanation as to why the requested record is required for the exercise or protection of that right.
- If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the body.

Fees:

A requester who seeks access to records containing personal information about that requester is not required to pay the requester fee. Every other requester, who is not requesting personal information about themselves, must pay the required request fee. The following procedure will follow from a request:

- The head of the body will notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee before further processing the request.
- The fee that the requester must pay to the body is R50. The requester may lodge an application to the court against the tender or payment of the request fee.
- After the head of the body has made a decision on the request, the requester must be notified in the required form. Generally, such decision must be made within 30 days of receipt of the request.
- If the request is granted then an access fee must be paid for the search reproduction, preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

## 6. Other information as may be prescribed

Currently, the Regulations published in terms of the Act under Government Notice R187 in *Government Gazette* 23119 of 15 February 2002 set out, among other things, the fees which may be charged by private bodies for the reproduction of records (provided in the table below). No new Regulations have since been published and the last amendments to the Regulations were made in 2007.

## 7. Availability of the manual

This Manual is available at the offices of FoodForward South Africa at 110 Gunners Circle, Epping 1, Cape Town, 7935, and copies are available from the SAHRC.

## 8. Fees in respect of private bodies

- The fee for a copy of the manual as contemplated in regulation 9(2)(c) is R1.10 for every photocopy of an A4-size page or part thereof.
- The fees for reproduction referred to in regulation 11(1) (i.e. in respect of the documents listed at paragraph 5(ii)) are as follows:

(a)	For every photocopy of an A4-size page or part thereof	R1,10
(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine readable form	R0,75
(c)	For a copy in a computer-readable form on:	
	(i) Compact disk	R70
(d)	For a transcription of visual images, for an A4-size page or part thereof	R40
	(ii) For a copy of visual images	R60
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20
	(ii) For a copy of an audio record	R30

- The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50.00.
- The access fees payable by a requester referred to in regulation 11(3) are as follows:

1 (a)	For every photocopy of an A4-size page or part thereof	R1,10
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(b)	For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable audio record form	R0,75
(c)	For copy in a computer-readable form on:	
	(i) compact disc	R70
(d)	(i) For a transcription of visual images, for an A4-size page or part thereof	R40
	(ii) For a copy of visual images	R60
(e)	(i) For a transcription of an audio record, for an A4-size page or part thereof	R20
	(ii) For a copy of an audio record	R30
(f)	To search for and prepare the record for disclosure, R30.00 for each hour or part of an hour reasonably required for such search and preparation.	
2	For purpose of section 54(2) of the Act, the following applies:	
	(i) Six hours as the hours to be exceeded before a deposit is payable; and	
	(ii) One third of the access fee is payable as a deposit by the requester.	
3	The actual postage is payable when a copy of a record must be posted to a requester.	

## 9. Prescribed forms

Please find below the form which needs to be completed by members of the public who wish to obtain access to records held by FoodForward South Africa which do not fall within the Public Access Documents category described at paragraph 5(ii) above.

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY  
(Section 53(1) of the Promotion of Access to Information Act, 2000  
(Act No. 2 of 2000))  
[Regulation 10]

**A. Particulars of private body**

- The Managing Director; FoodForward South Africa; 110 Gunners Circle, Epping 1, 7935

**B. Particulars of person requesting access to the record**

- I. The particulars of the person who requests access to the record must be given below.
- II. The address and / or fax number in the Republic to which the information is to be sent must be given.
- III. Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: \_\_\_\_\_ ID: \_\_\_\_\_

Postal address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Capacity when made on behalf of another person: \_\_\_\_\_

**C. Particulars of person on whose behalf request is made**

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname: \_\_\_\_\_

Identity number: \_\_\_\_\_

**D. Particulars of record**

- I. Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- II. If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional pages

- Description of record or relevant part of the record:

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- Reference number, if available: \_\_\_\_\_
- Any further particulars of record:

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**E. Fees**

- I. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a request fee has been paid.
- II. You will be notified of the amount required to be paid as the request fee.
- III. The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- IV. If you qualify for exemption of the payment fee, please state the reason for exemption.

Reason for exemption from payment of fees: \_\_\_\_\_

**F. Form of access to record**

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability: \_\_\_\_\_ Form in which record is required: \_\_\_\_\_

**NOTES:**

- I. Compliance with your request in the specified form may depend on the form in which the record is available.
- II. Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.
- III. The fee payable for access to the record, if any, will be determined partly by the form in which access is requested

Mark the appropriate boxes below with an X

1. If the record is written or printed form:					
	Copy of record*		Inspection of record		
2. If record consists of visual images					
(this includes photographs, slides, video recordings, computer-generated, sketches, etc)					
	View the images		Copy of the images*		Transcription of the images*
3. If record consists of recorded words or information which can be reproduced in sound					
	Print copy of record*		Print copy of information derived from the record*		Copy in computer readable form* (compact disk)

\*If you require a copy or transcription of record (above), do you wish the copy or transcription to be posted to you? (Yes / No) \_\_\_\_\_ (Postage is payable).

**G. Particulars of right to be exercised or protected**

If the provided space is inadequate, please continue on a separate page and attach it to this form. The requester must sign all the additional folios.

I. Indicate which right is to be exercised or protected:

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II. Explain why the record requested is required for the exercise or protection of the aforementioned right:

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#### H. Notice of decisions regarding request for access

You will be notified in writing within 30 days whether your request has been approved / denied. Such period may, in certain circumstances, be extended in terms of section 26 of the Act. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Email	
Telephonically	
Other (Specify)	

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE OF REQUESTER / PERSON ON WHOSE BEHALF REQUEST IS MADE

#### 10. Acknowledgements

This Section 51 Manual is produced on a template supplied by the South African Human Rights Commission.